



U.S. Department of State  
**BIOGRAPHIC DATA SHEET**

Check One  
☐ Foreign Service  
☐ Civil Service

This information is for your official personnel record. Report changes in this data to your personnel officer. Print clearly using dark ink.  
The reverse of this form has instructions for residence and dependency data, Items 12, 14, 15, 16 and 20.

1. Name (Last, First, Middle)		2. Sex	3. Marital Status	4. <input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	5. Social Security No
6. Date of Birth (mm-dd-yyyy)	7. Place of Birth (State or Country)	CODE	High School Graduate <input type="checkbox"/> Yes <input type="checkbox"/> No		9. First Name of Spouse (Include maiden name of wife)
10. Nationality of Spouse Present	Previous	CODE	11. Veterans Pref. <input type="checkbox"/> None <input type="checkbox"/> 5 pt. <input type="checkbox"/> 10 pt.	CODE	12. Legal Residence
13. Name of College and State		CODE	Dates (mm-dd-yyyy) Attended	Degree	Yr. of Degree

**RESIDENCE AND DEPENDENCY DATA-FOREIGN SERVICE EMPLOYEES ONLY**

14. Residence at time of employment (City and State)	15. Home leave residence (City and State)	CODE	16. Residence for Service separation (City and State)
17. Spouse's professional field (i.e., nurse, budget analyst, physical scientist)		18. Will spouse travel with you at Govt. Expense? <input type="checkbox"/> Yes <input type="checkbox"/> No	19. Marriage Date (mm-dd-yyyy) Place
20. Dependents other than spouse who will travel with you at Govt. expense and reside abroad with you			
Name (Last, First, Middle)	Relationship	Nationality	Date of Birth (mm-dd-yyyy)

DO NOT COMPLETE 21, 22, and 23

21. Level of Education	22. No. of adult dependents	23. Year of birth of children under 21 (enter the year using last four digits)

Class or grade

Signature

Date (mm-dd-yyyy)

## **DEFINITIONS FOR BIOGRAPHIC DATA SHEET**

### **LEGAL OR VOTING RESIDENCE (Item 12)**

Give address, city and state which you claim as a legal or voting residence. If you have a voting residence this may be your legal residence for Federal employment purposes regardless of where you live.

Legal residence is generally the place where a person has a home, church or other community affiliations. Absence from the community affiliations. Absence from the community to work in the Federal Government does not affect legal residence if you intend to return to the community. A married woman acquires her husband's legal residence. She need not have resided in the State claimed.

Legal residence is used in the Foreign Service when nominations are submitted to the President for promotion of a Foreign Service Office or Foreign Service Information Officer, when a Title or a Commission is granted and in certain cases when nominations are submitted for appointment.

Legal residence is of interest to the Civil Service to assure a geographic balance of Federal employment.

### **RESIDENCE AT TIME OF APPOINTMENT**

If such residence was of a temporary nature, for example for college, give the residence which you consider your actual place of residence.

### **HOME LEAVE RESIDENCE**

Give city and State where you intend to spend your home leave. This is used in the Foreign Service for travel reimbursement purposes.

### **RESIDENCE FOR SERVICE SEPARATION**

Give city and State to which you wish transportation and shipment of your effects on separating from the Service. This designation is also used for reimbursement if death occurs while abroad or in travel status.

### **DEPENDENTS**

- Children (including step and adopted children) unmarried and under 21 years of age or regardless of age incapable of self-support
- Parents (including step and legally adoptive parents) of the employee or of the spouse when such parents are at least 51% dependent on the employee for support
- Sisters and brothers (including step or adoptive sisters and brothers of the employee or of the spouse) when such sisters or brothers are at least 51% dependent on the employee for support, unmarried and under 21 years of age, or, regardless of age incapable of self-support